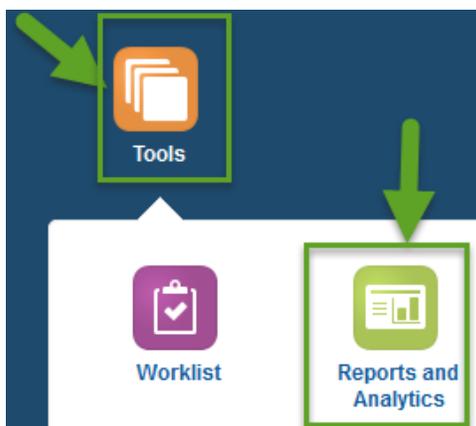## OVERVIEW

This Job Aid details the process for the OTBI queries to show dollar amount data, by performing form a one-time default currency change in account settings and how to run RU Saved Inquries.
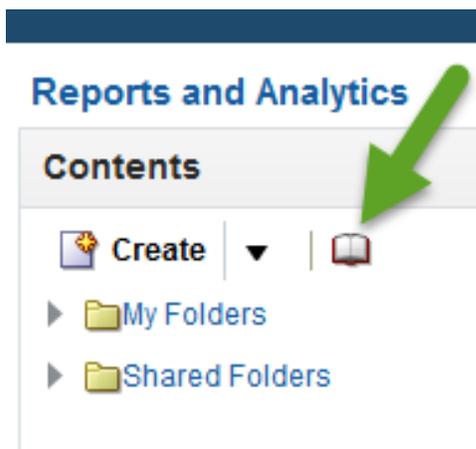
SET YOUR DEFAULT CURRENCY

You can use the following process to perform a one-time default currency change in account settings.
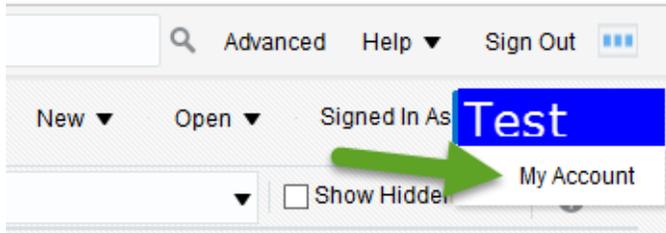
1. Log in to my.rutgers.edu and sign in to Financial Management (Oracle Cloud).

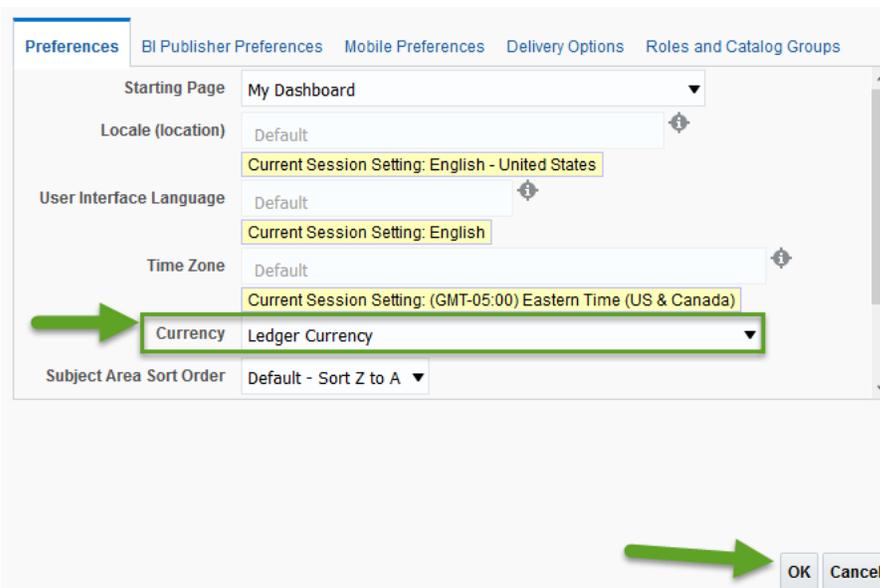2. Click the **Tools> Reports and Analytics**.

3. Once the Reports and Analytics screen displays, click the **Catalog** icon (looks like an open book).

4. Scroll over your name on the far right-hand side of the Catalog screen and select **My Account**.

5. In the Preferences tab, change the Currency field to **Ledger Currency** and click **OK**.

NOTE: In order for the changes to take effect, you must log out of Financial Management and my.rutgers.edu, and you must close your browser. If you do not fully log out and close your browser, the setting changes will not take effect.

RU SAVED QUERIES

How to run RU Saved Inquires.

1. Log in to my.rutgers.edu and the Financial Management system.

2. Navigate to **Shared Folder>Custom>RU Saved Queries>GL and Projects** the relevant query and run it. Dollar amount data will be displayed.
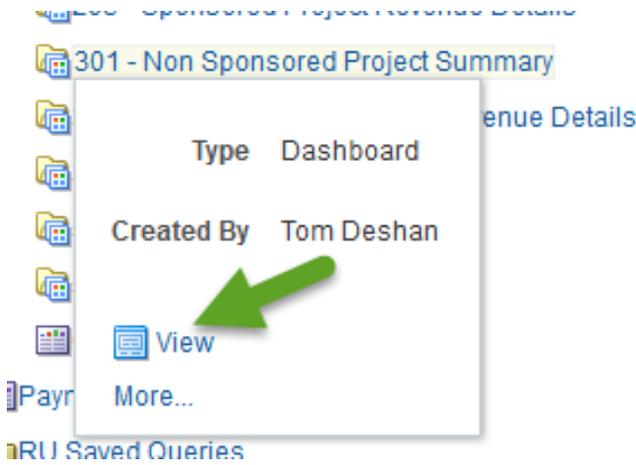
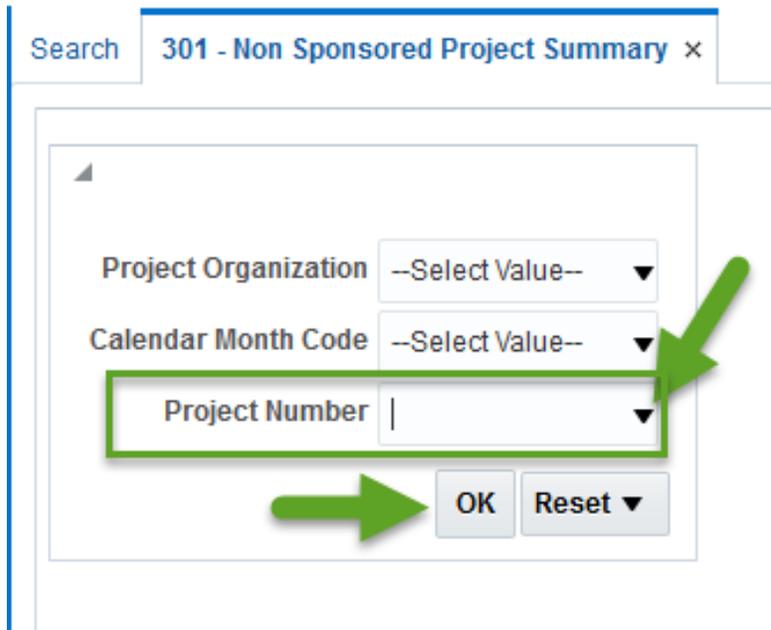**Reports and Analytics**

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3. **RU Saved Query number 301 Non Sponsored Project Summ**ary will provided on Revenue, Costs and Net Balance for Non Sponsored Projects by month. Click on the **query** and select **View**.

4. **Enter a Non Sponsored Project Number** or use the drop down arrow to search for one. Click **OK**.

5. The report displays. You can export the report to excel by selecting the **Export link** on the bottom left of the report.

6. Add the **Auto Sum formula** to see the total Revenue, Cost and Net Balance.